

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Maintenance Supervisor II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, assigns and directs the work of maintenance crews. Assists in the preparation of the budget. Administrates contracts. Performs maintenance on buildings, grounds and equipment. Evaluates hazardous waste storage sites. Performs additional duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages the daily activities of a crew by coordinating work assignments with upcoming events and maintenance needs, implementing policies, planning and assigning work schedules, interviewing applicants, training staff to use equipment, ensuring that jobs are completed in a professional and timely manner, assessing manpower and resources, maintaining records and monitoring inventory, ensuring safety, conducting performance reviews, providing guidance, monitoring work, developing work standards, tracking production, performing inspections and preparing reports.
2	S	Assists in the preparation of the budget by estimating materials and supplies required for daily use and special projects, submitting requisitions, reviewing shipping and receiving invoices, serving on the planning committee, making recommendations and assisting with budget contract administration.
3	S	Administrates contracts by preparing equipment specifications and ensuring that work is performed correctly.
4	H	Performs maintenance on buildings, grounds and equipment by maintaining and repairing power tools and vehicles, repairing or replacing HVAC systems, electrical systems, plumbing systems, appliances and equipment, planning, designing and building additions to buildings and new exhibits and conducting preventative maintenance inspections on playgrounds, parks, vehicles and equipment.
5	M	Evaluates hazardous waste storage sites by performing inspections, keeping records and disposing of accumulated waste.
6	M	Performs additional duties by assisting with arranging funeral services, locating graves and foundations and accepting payment for services.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience as a Maintenance Technician or Supervisor.
Certifications and Other Requirements	Valid Driver's License, Pesticide Applicator's Certification, First Aid / CPR Certification
Reading	Work requires the ability to read labels on chemicals, contracts, maps, records, memoranda and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, production maps, meeting minutes, maintenance logs, performance reviews and general correspondence.
Managerial	Managerial responsibilities include planning preventive maintenance programs, maintenance operations, special projects, objectives and budget preparation.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of seasonal employees and volunteer groups in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervising crews and contractors
Sitting	F	Computer, paperwork, meetings, driving
Walking	F	Supervising crews and contractors
Lifting	F	Receiving and distributing supplies
Carrying	F	Receiving and distributing supplies
Pushing/Pulling	O	Receiving and distributing supplies
Reaching	O	Receiving and distributing supplies
Handling	F	Receiving and distributing supplies
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	O	Building inspections
Crouching	O	Building inspections
Crawling	R	Building inspections
Bending	F	Building inspections
Twisting	R	Building inspections
Climbing	O	Building inspections, stairs, ladders
Balancing	O	Building inspections, on stairs or ladders
Vision	C	Computer keyboard, reading, inspections, driving
Hearing	C	Communicating with personnel, general public, listening for abnormal equipment sounds
Talking	F	Communicating with personnel, general public, vendors
Foot Controls	R	Operating equipment
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, various hand tools, camera, vehicles, small tractor, riding mower, computer, printer, standard Microsoft Windows and Office software, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	S	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Goggles, hearing protection, gloves, protective shoes

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)